

<b>STANDARD PROCEDURE</b>		PAGE: 1 OF 2	
ISSUED BY: SECURITY			
EFFECTIVE DATE: 3/22/2000			
PROCEDURE # 5.3			
SUBJECT: SCREEN SAVER POLICY			
DISTRIBUTION CODE:	A.B,C,D	CONTACT:	Systems Support Branch Manager
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## I. INTRODUCTION

In order to minimize the opportunity for unauthorized access of Kentucky Revenue Cabinet (KRC) applications or data, the KRC requires the use of a password protected screen saver on all personal computers (PCs). This will provide a secure environment and ensure data integrity when users leave their workstations.

## II. DEFINITION

For the purpose of this policy, a KRC "employee" is defined to include all recipients of a KRC Userid, such as KRC employees, Internal Revenue Service (IRS) employees, contractors, consultants, Property Valuation Administrators (PVA) and staff, and agents.

## III. POLICY

All PCs shall be configured with a password protected screen saver and KRC employees shall consider the unlock password confidential.

The standard KRC screen saver will be set as described in [Using Screen Savers With Password Protection On NT Computers \(Form 5.3/a\)](#).

## IV. PROCEDURE

### A. Network Services Responsibilities

All PCs shall be installed with a password protected screen saver with a wait time of no more than 15 minutes.

Network Services staff will provide any necessary assistance to users on the setting of the screen saver option.

### B. Employee Responsibilities

1. Use the password protected screen saver option at all times.
2. Set the wait time of the lock screen saver for no more than 15 minutes.
3. Keep the lock password confidential (KRC Standard Procedure 5.2, Userid and Passwords).
4. Activate the lock screen saver when leaving the workstation unattended.

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5. Make every effort to remember your lock password.
6. Any screen saver used by an employee, not provided by the KRC, must be virus free and have no adverse affect on network resources.

#### **IV. DISCIPLINARY ACTION**

Employees must use a password protected screen saver as described in this Standard Procedure. If violation of this policy occurs, employees may be subject to disciplinary action, including reprimand, suspension, fine or dismissal.

**NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE # 1.1 ENTITLED "KRC Standard Procedures and Manual."**

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